



# **DISS TOWN COUNCIL**

## **Agenda**

Meeting of the Council  
11<sup>th</sup> November 2020

Miss Sarah Richards  
TOWN CLERK

## COUNCIL PRAYER

“Guide our Council tonight as we seek to serve our fellow residents of Diss. Guard us from prejudice and self-interest. Help us to faithfully discharge the duties of our office and pursue our projects with clarity and compassion.”

## DISS TOWN COUNCIL'S VISION

To make Diss a successful, vibrant, attractive town, where people want to live, work and visit.

## OUR MISSION

To support the community and promote Diss as the heart of East Anglia for Business, Leisure and the Arts



**TOWN CLERK**  
Miss S Richards, CILCA

**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: FC 11.11.2020  
Date: 05 November 2020

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of **Diss Town Council** to be held online on **Wednesday 11<sup>th</sup> November 2020 at 8pm** to consider the business detailed below. Anyone wishing to attend the meeting should contact the Town Clerk using the details above prior to the start of the meeting for the link.

Town Clerk

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## AGENDA

- 1. Apologies**  
To receive and consider apologies for absence.
- 2. Declarations of Interest and Requests for Dispensations**  
To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
- 3. Minutes**  
To confirm as a true record, the minutes of the meeting of Full Council on 14<sup>th</sup> October 2020 (copy herewith).
- 4. Public Participation**  
To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda (*members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT business**  
To discuss any item(s) of business which the Town Mayor or Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*councillors are reminded that no resolutions can be made under this agenda item*).
- 6. Finance**
  - a) To note bank outgoings for October 2020 (copy herewith).
  - b) To receive the summary of Income and Expenditure for the month ending October 2020 (copy herewith).
  - c) To receive the summary of Earmarked Reserves for the month ending October 2020 (copy herewith).
- 7. Community Grant Scheme**
  - a) To consider a grant application request from Diss Corn Hall (report reference 22/2021 to be tabled).
  - b) To appoint a reserve member to the Council's Grants Panel.
- 8. Standing Orders**  
To receive a report regarding a review of the Council's Standing Orders (reference 23/2021 herewith).

**9. Honoured Citizen & Junior Good Citizen Regulations**

To review the Honoured Citizen & Junior Good Citizen Regulations (report reference 24/2021 herewith).

**10. Norfolk County Council's Budget Consultation for 2021/22**

To consider Norfolk County Council's Budget Consultation for 2021/22 (copy details herewith).

**11. Progress report**

To note progress on decisions made at the last meeting of Council (copy herewith).

**12. Date of Next Meeting**

To note that the next meeting of Full Council is scheduled for Wednesday 16<sup>th</sup> December 2020.

**13. Public Bodies (Admissions to Meetings)**

To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 1c to exclude members of the public and press in order to discuss the following item, which is properly considered to be of a confidential nature.

**14. Exit Interview**

To receive the outcomes of the exit interview with Councillor Howard (to be tabled).

**NOTES**

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the Council's website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at [www.diss.gov.uk](http://www.diss.gov.uk).

Please note that Council meetings are currently taking place virtually via Zoom. Anyone wishing to attend the meeting should contact the Deputy / Town Clerk prior to the start of the meeting for the link. Face to face meetings take place in the Council Chamber on the first floor of the Corn Hall. Anyone wishing to attend the meeting who will require access to the lift should contact the Deputy / Town Clerk prior to the start of the meeting.

**DISS TOWN COUNCIL****DRAFT MINUTES**

Minutes of the meeting of the **Town Council** held **online** on **Wednesday 14<sup>th</sup> October 2020** at **8pm**.

Present: Councillors S. Browne (ex-officio)  
D. Collins  
M. Gingell  
S. Kiddie  
J. Mason  
K. Murphy  
S. Olander (ex-officio)  
D. Poulter  
J. Robertson  
E. Taylor  
S. Warren  
J. Welch

In attendance Sarah Richards, Town Clerk  
Sonya French, Deputy Town Clerk  
Alex Jamieson, Responsible Finance Officer  
Robert Ludkin, Maintenance Manager  
District Councillor Minshull

**FC1020/01 TO CONSIDER APOLOGIES FOR ABSENCE**

Councillor Kitchen was not in attendance and apologies had not been received. County and District Councillor Kiddie also gave his apologies.

**FC1020/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC1020/07	S. Browne		X	This councillor is an employee of Citizens Advice, Diss, Thetford & District.
	M. Gingell		X	This councillor is a volunteer of Citizens Advice, Diss, Thetford & District.

It was noted that Councillor Warren no longer volunteers for the above organisation.

**FC1020/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 16<sup>th</sup> September 2020 were approved as a true record and will be signed with the Clerk post meeting.  
**(Action: Clerk / SB; immediately)**

**FC1020/04 PUBLIC PARTICIPATION**

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda. County and District Councillor Kiddie was unable to attend and sent his apologies.

District Councillor Minshull spoke of his role in judging South Norfolk Council's (SNC) Community Awards and informing the competition winners. He was delighted that the Waveney Wildlife Trust was given the environmental award for its outstanding work on Frenze Beck, which has been a much-needed facility during Covid-19. Members and staff were encouraged to visit.

He talked of the uncertainty around Covid-19 and the collaborative One Team approach of SNC and Broadland Council, which has saved considerable funds. They have been focusing on providing support throughout the pandemic and over a quarter of their staff have been redeployed to help with parcel delivery, prescription collection and answering phones. Over 20,000 calls have been received during the period and 5,000 shielding residents have been checked on regularly. Every homeless person has been provided with accommodation and each business assisted with

either a grant or financial support. Four-thousand food parcels have been distributed and 78 residents given safe accommodation.

They have updated over 4,000 webpages and received 0.25 million website visits. Three quarters of their staff have been working from home and SNC is one of a few Councils that has not reduced its waste collection service with over one million bins being collected as normal. SNC / Broadland will be working with market towns to try and help increase footfall as well as working with Trading Standards and the Police to do Covid compliance business checks, which will work on a yellow and red card system. It is hoped that any business found not complying will after the first visit given help and advice to improve. On the second visit a red card will result in the business being shut.

They feel well equipped to face a second lockdown should it take place given experience to date and members were asked to review their Declarations of Interest submissions given possible volunteering activities relating to Covid. It was agreed that the Clerk would remind all councillors of the requirement to review their Declarations and provide details as required.

**(Action: Clerk; immediately)**

There were no questions.

**FC1020/05**     **ITEMS OF URGENT BUSINESS**

There were none.

**FC1020/06**     **FINANCE**

- a) Members noted bank outgoings for September 2020.
- b) Members received the summary of Income and Expenditure for the month ending September 2020.
- c) Members received the summary of Earmarked Reserves for the month ending September 2020. There was a question regarding the funds allocated to the Heritage Triangle Project. It was noted that there are still some works outstanding and this will cover further invoices. It was agreed that the Infrastructure committee would review the remaining HTP project expenditure and work with the Heritage Triangle Trust to tie up any loose ends before the end of this financial year.
- d) Members considered appointing a councillor to act as Internal Controls Officer and reconcile quarterly and financial year end Income and Expenditure with the Council's bank account statements. It was

**(Action: Clerk; by 22.10.20)**

RESOLVED: to appoint Councillor Gingell to act as Internal Controls Officer and reconcile quarterly and financial year end Income and Expenditure with the Council's bank account statements.

**(Action: RFO / MG; quarterly)**

**FC1020/07**     **COMMUNITY GRANT SCHEME**

Members considered a recommendation from the Grant Scheme Panel regarding an application for funds from Citizens Advice Diss, Thetford & District (CADAT) (report reference 21/2021 referred). There was a discussion regarding the interest of one of the councillors on the Grants Panel, but it was agreed that the vote remains with the Council based only on a recommendation by the Panel. It was noted that CADAT do some great work and the recommendation is based on the financial situation which was submitted as part of the application. The organisation has prudently allocated funds to cover loss of major income, but it still leaves them with £19k surplus for last financial year.

It was not deemed appropriate to expect the taxpayers of Diss to financially support a company, which is in good financial health. There was a query regarding the residents benefitting from the requested funds given it operates in Thetford and across the District as well as Diss and it was noted that Thetford Town Council is absent from the list of organisations who have funded CADAT on their website. It was

RESOLVED: not to award the requested grant to Citizen's Advice Diss, Thetford and District.

**(Action: Clerk; immediately)**

*The RFO left the meeting post financial related items.*

**FC1020/08**

**DISS PARK**

Members considered appointing an Action Group of three members to work with the Deputy Town Clerk and Maintenance Manager to consider the feasibility of measures to prevent encampments on Diss Park with a report to the Facilities committee.

It was noted that this item had been added to this agenda in response to a request by the Council Leader following two incidents within one year and to allow time for the Action Group to research any possible options for presentation to the Facilities committee at the end of November.

There was discussion on whether Council should first take a view on whether anything could be done before setting up an action group and whether it would be a good use of taxpayers' money. Given the budget setting period, it was felt that the Facilities committee should consider the resource implications versus the benefit(s) of this project against all other potential Facilities related projects and prioritise accordingly for consideration by all councillors.

It was noted that over £100k had been spent on improving the play areas, that the Park has previously been awarded Green Flag status and that considering possible measures to prevent encampment access along a relatively short stretch of Park Road need not be cost prohibitive.

Members discussed the cost of removing the encampments and although there is no fee, staff time is required, and the next group may not be as willing to leave as the two previous groups. Access to the Park for emergency services and events was noted. It was

RESOLVED: to appoint Councillors Murphy, Olander, Taylor and Warren to work with the Deputy Town Clerk and Maintenance Manager to consider the feasibility of measures to prevent encampments on Diss Park and provide a report to the Facilities committee to inform budget proposals.  
**(Action: SF / MM / KM / SO / ET / SW; by 19.11.20)**

**FC1020/09**

**NORFOLK ASSOCIATION OF LOCAL COUNCILS**

Members considered Diss Town Council's representative to the Norfolk Association of Local Councils. The Clerk provided assurances that she would only vote on behalf of the Council where she was confident of their standpoint and that she would canvass opinion either via email or relevant committee otherwise. It was

RESOLVED: To nominate the Clerk as Diss Town Council's representative to the Norfolk Association of Local Councils.  
**(Action: Clerk; immediately)**

**FC1020/10**

**Progress Report**

Members noted progress on decisions made at the last meeting of Council. It was noted that there has been a lack of response from SNC regarding item 1, which was explained by a SNC focus on the Covid-19 response. District Councillor Minshull agreed to liaise with the responsible Director for an update and it was noted that the next meeting of the Diss & District Neighbourhood Plan has been postponed until 26<sup>th</sup> October.

**(Action: GM / Clerk; immediately)**

**FC1020/11**

**DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 11<sup>th</sup> November 2020.

Meeting Closed: 9.01pm

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Councillor Browne  
TOWN MAYOR

<b>BANK OUTGOINGS OCTOBER 2020</b>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01.10.2020	South Norfolk Council - Commercial Waste	DD262	£ 1,820.00	Waste Collections October-December 2020 - Town/Park, Cemetery and Council Office
02.10.2020	Red5 Networks Ltd	DD263	£ 167.84	Telephone & Broadband Sept 20 - Council Office, DYCC and Sports Pavillion
06.10.2020	S2 Computers Ltd	DD264	£ 568.54	IT Support/Software October 2020 - Council Office & DDNP
09.10.2020	Ricoh UK Ltd	DD265	£ 958.72	Photocopier Rent & Copying Costs - Septempber to November 2020
15.10.2020	Royal British Legion Poppy Appeal	112283	£ 68.50	Rememberance Wreath & Charitable Donation (due to No Poppy Selling - Covid)
15.10.2020	Alliance Disposables Ltd	Bacs0642	£ 85.32	Disinfectant Wipes x3
15.10.2020	Anglian Water Business Ltd (National)	Bacs0643	£ 162.40	Water Supplied Jul-Oct 2020 - SPG, DYCC, Standpipe and Cemetery
15.10.2020	A.Waterfield & Sons Ltd	Bacs0644	£ 12,420.00	Drainage Gully & Reinstatue Driveway - Cornhall, Mere's Mouth Sleepers/Railings
15.10.2020	Baldwin Skip Hire Ltd	Bacs0645	£ 166.00	Green Waste Skip - Cemetery
15.10.2020	CGM Group (East Anglia) Ltd	Bacs0646	£ 351.00	Ground Maintenance Month 8 - Park & Sportsground
15.10.2020	Claverhouse Ltd	Bacs0647	£ 6.00	Annual Fountain Licence to 24.06.2021
15.10.2020	Contract Personnel Ltd	Bacs0648	£ 1,750.25	Maint Operative Worker for Watering/Cleaner in Town 21st Sept to 11th Oct 2020
15.10.2020	Cooleraid Ltd	Bacs0649	£ 9.30	Water Bottle Sept 20 - Council Office
15.10.2020	Diss Community Woodland Group	Bacs0650	£ 2,344.27	Portable Storage Unit & Fixing at Quaker Wood - Roydon S106 Long Meadow Monies
15.10.2020	Diss Town Team	Bacs0651	£ 2,000.00	Grant towards Town Window Dressing
15.10.2020	DSC Motor Factors	Bacs0652	£ 109.70	Nut Riveter & Nuts - MUGA Panel fixings
15.10.2020	Fatstickman Ltd	Bacs0653	£ 41.65	7x Face Shields - Council Office
15.10.2020	Hillside Office Supplies Ltd	Bacs0654	£ 50.99	Stationery - Council Office
15.10.2020	House of Flags	Bacs0655	£ 300.00	Delivery charge of Flag Pole - Council Office
15.10.2020	Hugh Harris Ltd T/A Freshair Fitness	Bacs0656	£ 34.20	Labels for Fitness Equipment at Mere Park
15.10.2020	Larter & Ford	Bacs0657	£ 25.97	Rat Boxes/Bait and Wasp Powder - Cemetery
15.10.2020	Mrs J Jennifer	Bacs0658	£ 40.00	Printing Cost of Roydon Round-up Newsletter - DDNP
15.10.2020	South Norfolk Council	Bacs0659	£ 20.00	Small Society Lotteries License
15.10.2020	The Play Inspection Company Ltd	Bacs0660	£ 300.00	Outdoor Play Equipment Annual Inspection - Mere Park and Skatepark
15.10.2020	The Sash Window & Door Company Ltd	Bacs0661	£ 1,321.53	Servicing, Draught Proofing and Repairs to Sash Window - Cornhall
15.10.2020	Top Garden Services	Bacs0662	£ 1,728.00	Garden Works & Wildflower Meadow Cutting - Cemetery
15.10.2020	Travis Perkins Trading Co Ltd	Bacs0663	£ 56.80	Fence Posts - Sportsground, Screws - DYCC
15.10.2020	LR Wyard-Scott Ltd	Bacs0664	£ 120.99	Van & Machinery Fuel Aug 2020
19.10.2020	Public Works Loan Board	DD266	£ 2,178.92	Loan Repayment - Market Place Collapsed Path
21.10.2020	Vantage Building Control Ltd	Bacs0665	£ 474.00	Building Control Fee for DYCC Kitchen Alterations

23.10.2020	Council Employees	BACS	£ 16,303.56	Salaries Month 7
29.10.2020	HM Revenue & Customs	BACS	£ 3,165.20	NI/PAYE Month 7
29.10.2020	Norfolk Pension Fund	BACS	£ 5,629.03	Pension Contributions Month 7
			<b>£ 51,195.08</b>	

03/11/2020

## Diss Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Agency Services</b>								
1000 Agency Services Income	0	3,119	3,044	(75)			102.5%	
Agency Services :- Income	<b>0</b>	<b>3,119</b>	<b>3,044</b>	<b>(75)</b>			<b>102.5%</b>	<b>0</b>
4000 NCC Grasscutting	0	65	400	335		335	16.3%	
Agency Services :- Indirect Expenditure	<b>0</b>	<b>65</b>	<b>400</b>	<b>335</b>	<b>0</b>	<b>335</b>	<b>16.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,054</b>	<b>2,644</b>	<b>(410)</b>				
<b>120 Allotments</b>								
1120 Allotment Rent	0	0	462	462			0.0%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>462</b>	<b>462</b>			<b>0.0%</b>	<b>0</b>
4020 Allotments - Insurance	0	26	26	0		0	98.8%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>26</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(26)</b>	<b>436</b>	<b>462</b>				
<b>140 Amenities</b>								
1140 Amenities Income	0	1,713	4,212	2,499			40.7%	
Amenities :- Income	<b>0</b>	<b>1,713</b>	<b>4,212</b>	<b>2,499</b>			<b>40.7%</b>	<b>0</b>
4040 Gardens/Floral Scheme	0	492	1,000	508	579	(71)	107.1%	
4060 Town/Park - R&R	0	17,322	27,000	9,678	743	8,935	66.9%	90
4061 Play Equipment R&R	0	(1,095)	2,000	3,095		3,095	(54.8%)	
4062 Boardwalk Maintenance	0	630	2,000	1,370		1,370	31.5%	
4065 Van Replacement	0	0	2,000	2,000		2,000	0.0%	
4070 Van x 2 Running Costs	0	839	3,500	2,661		2,661	24.0%	
4071 Van Insurance	0	1,024	1,019	(5)		(5)	100.5%	
4075 Tree Management	0	1,720	9,000	7,280	300	6,980	22.4%	
4085 Closed Churchyard - R&R	0	15	6,000	5,985		5,985	0.2%	
4090 Manorial Rights - R&R	0	2	500	498		498	0.3%	
4091 Duck Pellets	0	217	0	(217)		(217)	0.0%	
4095 Mere - Water/drainage	0	(225)	0	225		225	0.0%	
4100 Mere - Fountain	0	5	0	(5)		(5)	0.0%	
4101 Mere - Fountain Electricity	0	1,702	3,500	1,798		1,798	48.6%	
4102 Mere Fountain/Kiosk -Insurance	0	146	148	2		2	98.6%	
4110 Park - Water Rates	0	11	50	39		39	22.1%	
4115 Park - Electricity	0	328	650	322		322	50.5%	
4120 Mere's Mouth - Rent	0	100	100	0		0	100.0%	
4125 Mere's Mouth - Business Rates	0	424	420	(4)		(4)	101.0%	
4135 Mere's Mouth (resurfacing)	0	0	0	0	15,020	(15,020)	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Park - Insurance	0	1,658	1,767	109		109	93.8%	
Amenities :- Indirect Expenditure	<u>0</u>	<u>25,315</u>	<u>60,654</u>	<u>35,339</u>	<u>16,642</u>	<u>18,698</u>	<u>69.2%</u>	<u>90</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(23,602)</u>	<u>(56,442)</u>	<u>(32,840)</u>				
7000 plus Transfer from EMR	0	90						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(23,512)</u>						
<u>145 Mini Recycling Centre Adopter</u>								
1150 Mini Recycling Adopter Payment	0	450	0	(450)			0.0%	
Mini Recycling Centre Adopter :- Income	<u>0</u>	<u>450</u>	<u>0</u>	<u>(450)</u>				<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>450</u>	<u>0</u>	<u>(450)</u>				
<u>150 Bank Interest</u>								
1090 Interest Received	0	809	1,000	191			80.9%	
Bank Interest :- Income	<u>0</u>	<u>809</u>	<u>1,000</u>	<u>191</u>			<u>80.9%</u>	<u>0</u>
4202 Bank Charges	0	140	300	160		160	46.7%	
Bank Interest :- Indirect Expenditure	<u>0</u>	<u>140</u>	<u>300</u>	<u>160</u>	<u>0</u>	<u>160</u>	<u>46.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>669</u>	<u>700</u>	<u>31</u>				
<u>160 Capital Expenditure</u>								
4200 Capital Expenditure	0	22,683	53,808	31,125		31,125	42.2%	
Capital Expenditure :- Indirect Expenditure	<u>0</u>	<u>22,683</u>	<u>53,808</u>	<u>31,125</u>	<u>0</u>	<u>31,125</u>	<u>42.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(22,683)</u>	<u>(53,808)</u>	<u>(31,125)</u>				
<u>180 Cemetery</u>								
1180 Cemetery Interment/Chapel Fees	0	25,699	20,000	(5,699)			128.5%	
1185 Cemetery Memorial Fees	0	2,561	10,000	7,439			25.6%	
Cemetery :- Income	<u>0</u>	<u>28,260</u>	<u>30,000</u>	<u>1,740</u>			<u>94.2%</u>	<u>0</u>
4250 Cemetery - Grounds - R&R	0	6,479	17,780	11,301	810	10,491	41.0%	
4260 Cemetery - Chapels - R&R	0	17	18,878	18,861	150	18,711	0.9%	
4270 General Equipment	0	824	8,000	7,176	1,548	5,629	29.6%	
4271 General Equipment Insurance	0	134	134	0		0	99.7%	
4272 Ride on Mower Insurance	0	389	391	2		2	99.6%	
4275 Cemetery - Water Rate	0	61	110	49		49	55.4%	
4280 Cemetery - Electricity	0	1,211	2,800	1,589		1,589	43.3%	
4285 Cemetery - Insurance	0	469	471	2		2	99.5%	
Cemetery :- Indirect Expenditure	<u>0</u>	<u>9,583</u>	<u>48,564</u>	<u>38,981</u>	<u>2,508</u>	<u>36,473</u>	<u>24.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>18,677</u>	<u>(18,564)</u>	<u>(37,241)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>190 Cemetery Gravedigging</b>								
1190 Cemetery Gravedigging Fees	0	7,976	0	(7,976)			0.0%	
Cemetery Gravedigging :- Income	<b>0</b>	<b>7,976</b>	<b>0</b>	<b>(7,976)</b>				<b>0</b>
4300 Cemetery Gravedigging Exp.	0	6,840	0	(6,840)	1,660	(8,500)	0.0%	
Cemetery Gravedigging :- Indirect Expenditure	<b>0</b>	<b>6,840</b>	<b>0</b>	<b>(6,840)</b>	<b>1,660</b>	<b>(8,500)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,136</b>	<b>0</b>	<b>(1,136)</b>				
<b>200 Christmas Lights</b>								
1230 Christmas Lights	0	0	50	50			0.0%	
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>				<b>0</b>
4320 Christmas Lights	0	2,814	17,000	14,186	11,777	2,409	85.8%	
4322 Insurance re. Christmas Lights	0	75	73	(2)		(2)	102.8%	
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>2,889</b>	<b>17,073</b>	<b>14,184</b>	<b>11,777</b>	<b>2,407</b>	<b>85.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,889)</b>	<b>(17,023)</b>	<b>(14,134)</b>				
<b>220 Corn Hall</b>								
4350 Corn Hall - Maint./R&R	0	8,058	14,500	6,442	834	5,608	61.3%	
4360 Corn Hall - Insurance	0	2,437	2,372	(65)		(65)	102.7%	
Corn Hall :- Indirect Expenditure	<b>0</b>	<b>10,495</b>	<b>16,872</b>	<b>6,377</b>	<b>834</b>	<b>5,543</b>	<b>67.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,495)</b>	<b>(16,872)</b>	<b>(6,377)</b>				
<b>240 Council Properties</b>								
1240 Office Rent/Service Charge	0	3,177	4,393	1,216			72.3%	
1250 Cemetery Bungalow Rent	0	2,625	4,504	1,879			58.3%	
Council Properties :- Income	<b>0</b>	<b>5,802</b>	<b>8,897</b>	<b>3,095</b>			<b>65.2%</b>	<b>0</b>
4400 Office R&R	0	3,288	4,000	712	760	(48)	101.2%	
4405 Office Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
4410 Office Stairlift	0	0	770	770		770	0.0%	
4415 Cemetery Bungalow	0	0	760	760	150	610	19.7%	
4420 Electricity Testing 5 Yrly	0	0	500	500		500	0.0%	
4425 Health & Safety	0	1,840	1,500	(340)	1,176	(1,516)	201.1%	
4435 Pk Toilets Servicing	0	1,298	2,500	1,202	5,203	(4,001)	260.1%	
4445 Pk Toilets - Insurance	0	123	124	1		1	99.4%	
4450 Pk Toilet- Electricity	0	1,257	1,090	(167)		(167)	115.3%	
4455 Pk Toilets - B/Rates	0	2,745	2,719	(26)		(26)	100.9%	
4460 Pk Toilets - Water Rates	0	518	1,810	1,292		1,292	28.6%	

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4465 Mere's Mouth Toilets	0	0	4,500	4,500	4,528	(28)	100.6%	
4470 DO NOT USE	0	0	0	0		0	0.0%	92,854
4475 Staff Uniforms/Replacements	0	0	600	600		600	0.0%	
<b>Council Properties :- Indirect Expenditure</b>	<b>0</b>	<b>11,070</b>	<b>22,873</b>	<b>11,803</b>	<b>11,816</b>	<b>(13)</b>	<b>100.1%</b>	<b>92,854</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,268)</b>	<b>(13,976)</b>	<b>(8,708)</b>				
7000 plus Transfer from EMR	0	92,854						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>87,586</b>						
<b>260 Diss Youth &amp; Community Centre</b>								
1260 DYCC Hire Fees	0	10,451	21,807	11,356			47.9%	
<b>Diss Youth &amp; Community Centre :- Income</b>	<b>0</b>	<b>10,451</b>	<b>21,807</b>	<b>11,356</b>			<b>47.9%</b>	<b>0</b>
4500 DYCC - Electricity	0	2,434	3,906	1,472		1,472	62.3%	
4505 DYCC - Gas	0	863	783	(80)		(80)	110.2%	667
4510 DYCC - Business Rates	0	5,190	5,106	(84)		(84)	101.6%	
4515 DYCC - Water Rates	0	215	710	495		495	30.2%	
4520 Licences - Music	0	0	267	267		267	0.0%	
4525 DYCC - Insurance	0	1,024	1,020	(4)		(4)	100.4%	
4530 Annual Service Costs	0	516	2,890	2,374		2,374	17.8%	
4540 DYCC - General R&R	0	3,049	9,500	6,451	494	5,957	37.3%	395
<b>Diss Youth &amp; Community Centre :- Indirect Expenditure</b>	<b>0</b>	<b>13,290</b>	<b>24,182</b>	<b>10,892</b>	<b>494</b>	<b>10,398</b>	<b>57.0%</b>	<b>1,062</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,839)</b>	<b>(2,375)</b>	<b>464</b>				
7000 plus Transfer from EMR	0	1,062						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,778)</b>						
<b>280 Administrative Overheads</b>								
4610 Council Office Business Rates	0	4,853	4,775	(78)		(78)	101.6%	
4615 Council Office - Gas	0	397	1,428	1,031		1,031	27.8%	
4620 Council Office - Electricity	0	470	1,288	818		818	36.5%	
4625 Council Office - Telephone	0	1,054	2,535	1,481		1,481	41.6%	
4630 Council Office - Insurance	0	832	840	8		8	99.1%	
<b>Administrative Overheads :- Indirect Expenditure</b>	<b>0</b>	<b>7,605</b>	<b>10,866</b>	<b>3,261</b>	<b>0</b>	<b>3,261</b>	<b>70.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(7,605)</b>	<b>(10,866)</b>	<b>(3,261)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grants</b>								
4720 General Grants	0	6,000	20,000	14,000		14,000	30.0%	
4730 CCTV Costs	0	0	1,000	1,000	2,385	(1,385)	238.4%	
Grants :- Indirect Expenditure	<b>0</b>	<b>6,000</b>	<b>21,000</b>	<b>15,000</b>	<b>2,385</b>	<b>12,616</b>	<b>39.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,000)</b>	<b>(21,000)</b>	<b>(15,000)</b>				
<b>310 Highways</b>								
4785 Neighbourhood Plan	0	(203)	0	203	4,950	(4,747)	0.0%	24,491
Highways :- Indirect Expenditure	<b>0</b>	<b>(203)</b>	<b>0</b>	<b>203</b>	<b>4,950</b>	<b>(4,747)</b>		<b>24,491</b>
<b>Net Expenditure</b>	<b>0</b>	<b>203</b>	<b>0</b>	<b>(203)</b>				
7000 plus Transfer from EMR	0	12,121						
8001 less Transfer to EMR	0	12,370						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(46)</b>						
<b>320 Market</b>								
1320 Market Stallage	0	15,360	25,191	9,831			61.0%	
Market :- Income	<b>0</b>	<b>15,360</b>	<b>25,191</b>	<b>9,831</b>			<b>61.0%</b>	<b>0</b>
4810 Market Place - Water Rates	0	45	63	18		18	71.0%	
4815 Market Place - Business Rates	0	2,794	2,750	(44)		(44)	101.6%	
4830 Market Expenditure	0	179	250	71		71	71.5%	
Market :- Indirect Expenditure	<b>0</b>	<b>3,018</b>	<b>3,063</b>	<b>45</b>	<b>0</b>	<b>45</b>	<b>98.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>12,343</b>	<b>22,128</b>	<b>9,786</b>				
<b>330 HTP</b>								
4745 HTP	0	490	0	(490)		(490)	0.0%	490
HTP :- Indirect Expenditure	<b>0</b>	<b>490</b>	<b>0</b>	<b>(490)</b>	<b>0</b>	<b>(490)</b>		<b>490</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(490)</b>	<b>0</b>	<b>490</b>				
7000 plus Transfer from EMR	0	490						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>340 Promotion</b>								
4840 Promotion	0	427	1,400	973	215	758	45.9%	
4845 Website/Intranet Hosting/Maint	0	944	400	(544)		(544)	235.9%	
Promotion :- Indirect Expenditure	<b>0</b>	<b>1,370</b>	<b>1,800</b>	<b>430</b>	<b>215</b>	<b>215</b>	<b>88.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,370)</b>	<b>(1,800)</b>	<b>(430)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Precept</u>								
1076 Precept	0	560,548	560,548	0			100.0%	
Precept :- Income	<u>0</u>	<u>560,548</u>	<u>560,548</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
<b>Net Income</b>	<u><b>0</b></u>	<u><b>560,548</b></u>	<u><b>560,548</b></u>	<u><b>0</b></u>				
<u>370 General Expenditure</u>								
4600 Town Mayor's Allowance	0	0	1,485	1,485		1,485	0.0%	
4605 Ccl Members' Allowance & Exp	0	0	2,400	2,400		2,400	0.0%	
4635 Subscriptions	0	1,212	1,861	649		649	65.1%	
4640 Audit	0	445	2,500	2,055		2,055	17.8%	
4645 Training	0	1,853	3,000	1,147	40	1,107	63.1%	
4646 Liability Insurance	0	4,282	4,310	28		28	99.4%	
4651 Meeting Room Hire	0	0	1,500	1,500		1,500	0.0%	
4652 External Meeting Room	0	0	150	150		150	0.0%	
4655 Printing/Staty/Equip	0	6,671	13,100	6,429		6,429	50.9%	
4660 Postage	0	93	500	407		407	18.6%	
4665 Wages - General Admin.	0	86,949	178,949	92,000		92,000	48.6%	
4666 Wages - General Maint.	0	86,121	136,524	50,403		50,403	63.1%	3,636
4667 Staff Mileage	0	188	150	(38)		(38)	125.4%	
4670 NI/PAYE/Pension	0	0	0	(0)		(0)	0.0%	
4675 Legal/Financial/Prof fees	0	1,500	3,500	2,000	500	1,500	57.1%	1,500
4680 Vacancy Advert	0	0	50	50		50	0.0%	
4690 HR Support	0	113	1,300	1,188		1,188	8.7%	
4992 Annual Town Meeting	0	0	425	425		425	0.0%	
General Expenditure :- Indirect Expenditure	<u>0</u>	<u>189,428</u>	<u>351,704</u>	<u>162,276</u>	<u>540</u>	<u>161,736</u>	<u>54.0%</u>	<u>5,136</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>(189,428)</b></u>	<u><b>(351,704)</b></u>	<u><b>(162,276)</b></u>				
7000 plus Transfer from EMR	0	5,136						
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>	<u><b>(184,291)</b></u>						
<u>375 Rechargeable</u>								
1280 Rechargeable Exp. Refunded	0	3,456	0	(3,456)			0.0%	
Rechargeable :- Income	<u>0</u>	<u>3,456</u>	<u>0</u>	<u>(3,456)</u>				<u>0</u>
4685 Rechargeable Expenditure	0	2,550	0	(2,550)	135	(2,685)	0.0%	
4686 Wages-Rechargeable Expenditure	0	416	0	(416)		(416)	0.0%	
Rechargeable :- Indirect Expenditure	<u>0</u>	<u>2,966</u>	<u>0</u>	<u>(2,966)</u>	<u>135</u>	<u>(3,101)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>490</b></u>	<u><b>0</b></u>	<u><b>(490)</b></u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>380 S 137</u>								
4870 S 137 - Expenditure	0	19	30	12		12	61.7%	
S 137 :- Indirect Expenditure	<u>0</u>	<u>19</u>	<u>30</u>	<u>12</u>	<u>0</u>	<u>12</u>	<u>61.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(19)</u>	<u>(30)</u>	<u>(12)</u>				
<u>400 Sports Ground</u>								
1400 Sports Ground Hire Fees	0	1,441	8,725	7,284			16.5%	
Sports Ground :- Income	<u>0</u>	<u>1,441</u>	<u>8,725</u>	<u>7,284</u>			<u>16.5%</u>	<u>0</u>
4905 Floodlights - R&R	0	0	1,000	1,000		1,000	0.0%	
4915 General Sports Ground Maint.	0	2,994	2,905	(89)	740	(828)	128.5%	
4920 Ground Maintenance	0	1,276	5,104	3,828	663	3,165	38.0%	
4930 Sports Grnd-Water Rate	0	117	553	436		436	21.2%	
4935 Sports Ground - Electricity	0	2,516	2,988	472		472	84.2%	
4940 Sports Ground - Phone	0	96	561	465		465	17.0%	
4945 Sports Ground - Insurance	0	1,258	1,225	(33)		(33)	102.7%	
4955 Skateboard Pk - Insurance/Insp	0	472	459	(13)		(13)	102.7%	
Sports Ground :- Indirect Expenditure	<u>0</u>	<u>8,728</u>	<u>14,795</u>	<u>6,067</u>	<u>1,402</u>	<u>4,665</u>	<u>68.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(7,287)</u>	<u>(6,070)</u>	<u>1,217</u>				
<u>420 Events</u>								
4760 Royal British Legion	0	0	800	800		800	0.0%	
4991 Other Events	0	20	450	430		430	4.4%	
4995 Communication Strategy	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>20</u>	<u>2,250</u>	<u>2,230</u>	<u>0</u>	<u>2,230</u>	<u>0.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(20)</u>	<u>(2,250)</u>	<u>(2,230)</u>				
<u>425 Christmas Switch on Event</u>								
1235 Christmas Switch On Income	0	0	500	500			0.0%	
Christmas Switch on Event :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4990 Christmas Switch on Event	0	0	1,250	1,250		1,250	0.0%	
Christmas Switch on Event :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	<u>1,250</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<u>430 Carnival</u>								
1435 Carnival Income	0	51	9,305	9,254			0.5%	
Carnival :- Income	<u>0</u>	<u>51</u>	<u>9,305</u>	<u>9,254</u>			<u>0.5%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2020

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4996 Carnival	0	59	9,231	9,172		9,172	0.6%	
Carnival :- Indirect Expenditure	<u>0</u>	<u>59</u>	<u>9,231</u>	<u>9,172</u>	<u>0</u>	<u>9,172</u>	<u>0.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(8)</u>	<u>74</u>	<u>82</u>				
<u>440 Town Mayor's Charity</u>								
1440 Town Mayor's Charity	0	30	1,500	1,470			2.0%	
Town Mayor's Charity :- Income	<u>0</u>	<u>30</u>	<u>1,500</u>	<u>1,470</u>			<u>2.0%</u>	<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>30</u>	<u>1,500</u>	<u>1,470</u>				
<u>460 CIL</u>								
1460 CIL - CIL Income	0	3,162	0	(3,162)			0.0%	
CIL :- Income	<u>0</u>	<u>3,162</u>	<u>0</u>	<u>(3,162)</u>				<u>0</u>
5000 CIL - Expenditure	0	(3,827)	0	3,827	7,910	(4,084)	0.0%	
CIL :- Indirect Expenditure	<u>0</u>	<u>(3,827)</u>	<u>0</u>	<u>3,827</u>	<u>7,910</u>	<u>(4,084)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>6,989</u>	<u>0</u>	<u>(6,989)</u>				
<u>470 Streetlighting</u>								
4970 Streetlighting	0	95,360	14,500	(80,860)	14,022	(94,882)	754.4%	
Streetlighting :- Indirect Expenditure	<u>0</u>	<u>95,360</u>	<u>14,500</u>	<u>(80,860)</u>	<u>14,022</u>	<u>(94,882)</u>	<u>754.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(95,360)</u>	<u>(14,500)</u>	<u>80,860</u>				
<u>900 Reserves</u>								
9000 Earmarked Reserve Expenditure	0	0	0	0	5,600	(5,600)	0.0%	
Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,600</u>	<u>(5,600)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	<u>0</u>	<u>642,627</u>	<u>675,241</u>	<u>32,614</u>			<u>95.2%</u>	
Expenditure	<u>0</u>	<u>413,428</u>	<u>675,241</u>	<u>261,813</u>	<u>82,890</u>	<u>178,924</u>	<u>73.5%</u>	
<b>Net Income over Expenditure</b>	<u>0</u>	<u>229,199</u>	<u>0</u>	<u>(229,199)</u>				
plus Transfer from EMR	<u>0</u>	<u>111,754</u>						
less Transfer to EMR	<u>0</u>	<u>12,370</u>						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>328,583</u>						

## SUMMARY REPORT OF EARMARKED RESERVES 2020-21

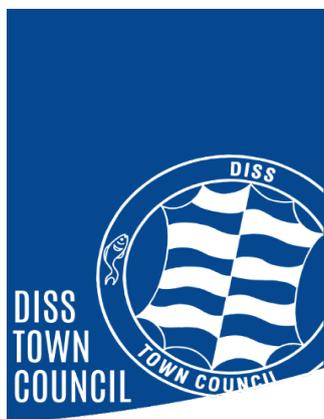
Committee			EMR	Balance as at 1st April 2019	Less:Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th October 2020
1	Executive	By-election	By-election costs	£ 5,000		£ 5,000		£ 5,000
2	Executive	Communications	Communication Strategy	£ 693		£ 693		£ 693
3	Executive	Events	Events	£ 1,329		£ 1,329		£ 1,329
4	Executive	Events	Christmas Lights switch on	£ -		£ -		£ -
5	Executive	Events	Carnival	£ 8,671		£ 8,671		£ 8,671
6	Executive	Legal	Legal/Financial Liabilities/VAT Advice	£ 4,542	£ 1,500	£ 3,042		£ 3,042
7	Executive	Staffing	Training/conference expenses	£ 6,690		£ 6,690		£ 6,690
8	Executive	Staffing	Wages- General Admin/General allocation	£ 17,154	£ 3,636	£ 13,517		£ 13,517
9	Executive	Staffing	HR Support	£ 2,000		£ 2,000		£ 2,000
10	Executive	Staffing	Staff support	£ 2,723		£ 2,723		£ 2,723
12	Facilities	Cemetery	Cem Roads, Cem Monuments	£ 4,836		£ 4,836		£ 4,836
13	Facilities	Cemetery	Cemetery Chapels	£ 29,124		£ 29,124		£ 29,124
14	Facilities	Corn Hall	Corn Hall	£ 6,054		£ 6,054		£ 6,054
15	Facilities	Council Offices	Office Equipment	£ 273		£ 273		£ 273
16	Facilities	Council Offices	Council office	£ 11,919		£ 11,919		£ 11,919
17	Facilities	Council Offices	Building maintenance	£ 5,000		£ 5,000		£ 5,000
18	Facilities	DYCC	Van Replacement	£ -		£ -		£ -
19	Facilities	DYCC	Maintenance workshop	£ 4,287		£ 4,287		£ 4,287
20	Facilities	DYCC	General Equipment	£ 10,619		£ 10,619		£ 10,619
21	Facilities	DYCC	DYCC Grant received	£ 1,435		£ 1,435		£ 1,435
22	Facilities	DYCC	DYCC	£ 3,556	£ 666	£ 2,890		£ 2,890
23	Facilities	Market	Maintenance Market	£ 10,143		£ 10,143		£ 10,143
24	Facilities	Mere	Mere water drainage	£ 5,325	£ 740	£ 4,585		£ 4,585
25	Facilities	Mere	Boardwalk	£ 5,777		£ 5,777		£ 5,777
27	Facilities	Mere	Maintenance Mere's Mouth (Resurfacing)	£ 7,000		£ 7,000		£ 7,000
28	Facilities	Mere	Mere Fountain	£ 6,318		£ 6,318		£ 6,318
29	Facilities	Mere	Mere's Mouth Toilets	£ 11,000		£ 11,000		£ 11,000
30	Facilities	Park	Park Improvements/General	£ 3,920		£ 3,920		£ 3,920
31	Facilities	Park	Town & Park	£ 3,017		£ 3,017		£ 3,017
32	Facilities	Park	Play Equipment	£ 10,606		£ 10,606		£ 10,606
33	Facilities	Park	Park Toilets	£ 22,978		£ 22,978		£ 22,978
34	Facilities	SPG	Athletics maintenance	£ 11,931		£ 11,931		£ 11,931
35	Facilities	SPG	SPG Floodlights	£ 3,500		£ 3,500		£ 3,500
36	Facilities	SPG	SPG Pav maintenance	£ 3,920		£ 3,920		£ 3,920
37	Facilities	SPG	SPG - Skateboard Park	£ 5,000		£ 5,000		£ 5,000
38	Facilities	St Marys Churchyard	Closed churchyard repairs	£ 20,855		£ 20,855		£ 20,855

Committee			EMR	Balance as at 1st April 2019	Less: Actual Year to date Expense	Balance	Add: Year to date receipts	Balance as at 30th October 2020
39	Facilities	The Entry	The Entry resurfacing	£ 1,631		£ 1,631		£ 1,631
40	Facilities	Facilities	Tree Management	£ 11,180		£ 11,180		£ 11,180
44	HTP	HTP	HTP	£ 10,358	£ 490	£ 9,868		£ 9,868
41	Infrastructure	Infrastructure	Bus Shelters maintenance	£ 16,081	£ 90	£ 15,991		£ 15,991
45	Infrastructure	Infrastructure	Streetlights	£ 302,300	£ 92,854	£ 209,446		£ 209,446
46	Infrastructure	Infrastructure	Community Infrastructure Levy (CIL)	£ 52,594	£ 395	£ 52,199		£ 52,199
48	Infrastructure	Infrastructure	CCTV	£ 7,867		£ 7,867		£ 7,867
49	Infrastructure	Infrastructure	D&D Neighbourhood Plan	£ 10,483	£ 12,121	-£ 1,638	£ 12,370	£ 10,732
			TOTAL	£ 669,688	£ 112,493	£ 557,195	£ 12,370	£ 569,565

	% of EMR	Balance 2019/20	YTD Balance	Remaining Funds
Facilities	39%	£221,204.07	£219,797.76	99.36%
HTP	2%	£10,358.40	£9,868.40	95.27%
Infrastructure	52%	£389,325.36	£296,234.70	76.09%
Executive	8%	£48,800.59	£43,664.23	89.47%
TOTAL		£669,688.42	£569,565.09	85.05%

As per Balance Sheet October 2020	Current Year Working Balance	£ 237,839.00
	General Reserves	£ 331,270.00
	EMR	£ 569,565.00
	Total Funds	£ 1,138,674.00

Streetlighting Funds Breakdown		
	Capital Reserves (ring fenced)	£ 204,445.59
	EMR General	£ 5,000.00
		£ 209,445.59

**DISS TOWN COUNCIL**

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Report Number:

**23 / 2021**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> November 2020
Authorship:	Town Clerk
Subject:	Standing Orders

1. In October 2019, the Council's Standing Orders were reviewed and adopted based on Model Standing Orders 2018 from the Norfolk Association of Local Councils (Appendix).
2. The Model Standing Orders 2018 incorporated or referenced new legislation that had been introduced since the last model standing orders were published in 2013.
3. The Council's Standing Orders have historically been reviewed annually.
4. Further changes are unlikely for the foreseeable future. It is therefore proposed that the Council's Standing Orders should be formally reviewed every mayoral term rather than annually.
5. If new legislation is introduced between now and the next mayoral term starting May 2022 relevant to Standing Orders, the review will be brought forward as appropriate.

<b>Recommendation</b>	To review the Council's Standing Orders every mayoral term with the next review to take place in October 2022 unless new legislation requires it sooner.
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# Diss Town Council

# STANDING ORDERS

*Based on Model Standing Orders 2018 from the Norfolk Association of Local Councils (NALC).*

Standing Orders are the written rules of a local Council, which are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. They are not the same as the policies of a Council, but they may refer to them.

Local councils operate within a wide statutory framework. NALC model Standing Orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model Standing Orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's Standing Orders.

The model Standing Orders do not include model financial regulations, which are Standing Orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the Standing Orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Model Standing Orders that are in bold type contain statutory requirements and should be adopted without amendment. Model Standing Orders not in bold are designed to help councils operate effectively but do not contain statutory requirements, so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model Standing Orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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## **1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to Standing Order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
  
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
  
- q A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final.
  
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend Standing Order(s) excepting those which reflect mandatory statutory requirements.
  
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
  
- t Excluding motions moved under order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed minutes without the consent of the Chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If a person disregards the request of the Chairman of the meeting to moderate or improve his/her conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending, adjourning or closing the meeting.

## 3. Meetings generally

Full Council meetings **(FC)**  
Committee meetings **(CO)**  
Sub-committee meetings **(SUB-CO)**

a	Councillors are expected to read agenda packs in advance of the meetings and bring to the attention of the Clerks any queries relating to agenda items prior to the start of the meeting.
b	<b>Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)</b>
c	<b>The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC / CO )</b>
d	<b>Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC / CO)</b>
e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
f	The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) above shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

g	Subject to Standing Order 3(f) above, a member of the public shall not speak for more than three minutes.
h	A councillor who is not a member of a committee can speak on agenda items of another committee and should be invited to the table, but would not be able to vote, unless co-opted. The time given to speak will be at the discretion of the Chairman.
i	In accordance with Standing Order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
j	A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort) at meetings of Full Council. The Chairman of the meeting may at any time permit a person to be seated when speaking. At committee meetings a person shall raise their hand when requesting to speak.
k	A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.
l	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
m	<b>Subject to Standing Order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC / CO)</b>
n	<b>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC / CO)</b>
o	<b>The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC / CO)</b>
p	<b>Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Council Leader. (FC)</b>
q	<b>The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Council Leader, if present, shall preside. If both the Town Mayor and the Council Leader are absent from a meeting, a</b>

	<b>councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)</b>
r	<b>Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. (ALL)</b>
s	<b>The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not s/he gave an original vote. (ALL)</b> <i>See Standing Orders 5(i) and (j) below for the different rules that apply in the election of the Town Mayor at the Annual Meeting of the Council.</i>
t	<b>Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. (FC)</b> Such a request shall be made before moving on to the next item of business on the agenda.
u	The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors present and absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>v. if there was a public participation session; and</li> <li>vi. the resolutions made.</li> </ul>
v	<b>A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter. (ALL)</b>
w	<b>No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present (five) and in no case shall the quorum of a meeting be less than five. The quorum for committees and sub-committees is three. (FC)</b>
x	<b>If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. (ALL)</b>
y	A meeting shall not exceed a period of two hours.

## **4. Committees and sub-committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council will, at the Annual Meeting of the Council, appoint such standing committees and sub-committees as are deemed necessary to effectively discharge the Council's business, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number of ordinary meetings of a standing committee up until the date of the next Annual Meeting of Full Council;
  - iii. shall permit committees to determine the time of their meetings;
  - iv. shall, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of members of such committees;
  - v. may, subject to Standing Orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to committees whose role is to replace the ordinary members at a meeting of committees if the ordinary members of committees confirm to the Proper Officer at least 24 hours before the meeting that they are unable to attend;
  - vi. shall permit committees to appoint their own Chairman at their first meetings
  - vii. shall determine the place, notice requirements and quorum for a meeting of committees and sub-committees which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of committees;
  - ix. shall determine if the public and press are permitted to attend the meetings of sub-committees and also the advance public notice requirements, if any, required for the meetings of sub-committees;
  - x. shall determine if the public may participate at a meeting of sub-committees that they are permitted to attend; and
  - xi. may dissolve a committee.
- e The Council, may, at any other time, appoint committees, sub-committees, working parties or forums as are deemed necessary.
- f Committees, may, also at any other time, appoint working parties or forums as are deemed necessary providing they fall under their committee's terms of reference.
- g Where the Mayor and Council Leader are ex-officio members of committees or sub-

committees, they shall have full voting rights.

## **5. Ordinary Council meetings**

- a In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the Annual Meeting of Council shall be held on such day in May as the Council may direct.**
- c The Annual Meeting of the Council shall take place at 7.15pm.**
- d In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the Annual Meeting of the Council shall be the election of the Town Mayor (Chairman) and Council Leader.**
- f The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his/her successor is elected at the next Annual Meeting of the Council.**
- g The Council Leader, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next Annual Meeting of the Council.**
- h In an election year, if the current Town Mayor has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Town Mayor has been re-elected as a member of the Council, s/he shall preside at the meeting until a new Town Mayor has been elected. s/he may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Council Leader at the Annual Meeting of the Council, the business of the annual meeting shall include:**
  - i. In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. To receive and accept apologies. Members are required to give a reason for**

absence and if so, requested by a councillor, the Clerk must provide the reason given. It will be minuted if Council refuses to accept the reason for absence. If a councillor is unlikely to attend meetings for an extended period of time s/he may ask for dispensation for up to six months. If a councillor is unable to attend meetings or carry out any duties for a period of more than six months and has not sought dispensation, then they will be automatically disqualified;

- iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iv. In the ordinary year of election to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- v. In an election year, to decide when declarations of acceptance of office and written undertakings to observe the Code of Conduct adopted by the Council shall be received (if not received);
- vi. To receive a report of accounts authorised for payment and other relevant financial reports;
- vii. In an election year, to make arrangements to exercise the General Power of Competence (if the criteria is met);
- viii. Review of delegation arrangements and the Terms of Reference for committees;
- ix. Appointment of members to committees;
- x. Appointment of any new committees in accordance with Standing Order 4 above;
- xi. Determining the time and place of ordinary meetings of the Full Council and its committees and sub-committees up to and including the next Annual Meeting of Council;
- xii. Approve a schedule for review by Council or specified committee of:
  - All Council policies
  - Standing Orders
  - Financial Regulations
  - Internal audit procedures and financial risk management
  - Rents and hire charges
  - Facilities rules and regulations
  - Representation on or work with external bodies and arrangements for reporting back.

## **6. Extraordinary meetings of the Council and committees and sub-committees**

- a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chairman of a committee or a sub-committee does not or refuses to call an

extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.
- b Voting on appointments will be by show of hands but may be by recorded ballot at the discretion of the Chairman.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.
- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a Standing Order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **11. Management of Information**

*See also Standing Order 20.*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. Draft minutes**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of Conduct and dispensations

*See also Standing Order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless s/he has been granted a dispensation (which allows a councillor to take part in discussion and vote on a matter that they would otherwise be prevented due to their declared interest), a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which s/he has a disclosable pecuniary interest or another interest if so required by the Council's code of conduct. S/he may return to the meeting after it has considered the matter in which s/he had the interest.
- c **Dispensation requests shall be in writing and submitted to the Proper Officer** as far in advance of a meeting as possible, but at least 24 hours before a meeting.
- d A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- f Subject to Standing Orders 13(d) and (e) above, dispensations requests shall be considered by the Proper Officer before the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(e) above if having regard to all relevant circumstances, any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**
- h All dispensation requests shall be considered in accordance with the Council's adopted Dispensation Procedure.

## 14. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d) below.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by email, a signed summons confirming the date, time, place and the agenda (provided the councillor has consented to service by email);**
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**

*See Standing Order 3(b) above for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) above for a meeting of a committee.*

- iii. subject to Standing Order 9 above, include on the agenda all motions received unless a councillor has given written notice at least five days before the meeting confirming his/her withdrawal of it;
- iv. **convene a meeting of Full Council for the election of a new Town Mayor, occasioned by a casual vacancy in his/her office;**
- v. **facilitate inspection of the minute records by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. **retain a copy of every councillor's register of interests and make them available on the Council's website;**
- ix. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate with the Council's Data Protection Officer;
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed; *See also Standing Order 22 below.*
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xv. record electronically every planning application notified to the Council and the Council's response to the local planning authority
- xvi. determine, in consultation with the relevant Chairman, whether a planning application received by the Council is required to be considered by committee and, if necessary, to call a meeting of the relevant committee
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council which shall not be used without a resolution to that effect. *See also Standing Order 22 below.*

## **16. Responsible Financial Officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. Accounts and accounting statements**

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's income and expenditure for each quarter;
  - ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported
  - iv. a comparison with the budget for the financial year and highlights any actual or potential overspends.
  
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Governance & Accountability Return, as required by proper practices, for consideration and approval.
  
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council income and expenditure for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each councillor with the Full Council agenda for the scheduled meeting held in June. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## **18. Financial controls and procurement**

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
  
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
  
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the

Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least two councillors after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. Handling staff matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Executive committee is subject to Standing Order 11 above.
- b Absences from work will be handled in accordance with the Council's adopted Staff Sickness and Absence Policy.
- c Staff appraisals will be conducted in accordance with the Council's adopted Appraisal Policy.
- d Grievance matters will be conducted in accordance with the Council's adopted Grievance Policy.
- e Disciplinary matters will be conducted in accordance with the Council's adopted Disciplinary & Dismissal Policy.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(f).

## **20. Responsibilities to provide information**

*See also Standing Order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities under data protection legislation**

(Below is not an exclusive list).

*See also Standing Order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. Relations with the press/media**

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's adopted Communications Strategy.

## **23. Execution and sealing of legal deeds**

*See also Standing Orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to Standing Order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24. Communicating with District and County Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

## **25. Restrictions on councillor activities**

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

## 26. Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b These Standing Orders to be reviewed by Full Council on an annual basis or at a specific trigger, such as a legislative change or a change in Council structure, with recommendations from officers to vary or revoke one or more of the Council's Standing Orders to reflect specific Council requirements, best practice guidance or new legislative requirements.
- c A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
- d The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible after he has delivered his/her acceptance of office form.
- e The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

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These Standing Orders were formally ADOPTED by Diss Town Council at its meeting held on 11<sup>th</sup> November 2020.

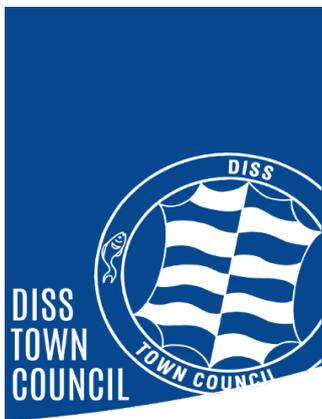


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S Richards  
TOWN CLERK

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Councillor S Browne  
TOWN MAYOR

**DISS TOWN COUNCIL**

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Report Number:  
**24 / 2021**

Report to:	Full Council
Date of Meeting:	11 <sup>th</sup> November 2020
Authorship:	Town Clerk
Subject:	Honoured & Junior Good Citizens Regulations

1. The regulations for the Honoured and Junior Good Citizen awards were last reviewed in 2017 (Appendix).
2. The only clause that changes each year is 6 when the relevant deadline for applications is amended.
3. Next year, because the Annual Town Meeting is scheduled for 28<sup>th</sup> April, the deadline for applications is end of February providing sufficient time to be decided at the March Full Council meeting for presentation at the ATM.
4. It is recommended that these regulations are reviewed each Mayoral term. They will therefore next be reviewed in November 2022 and thereafter in 2025 unless there is a reason in between dates for review.

<b>Recommendation</b>	To review the Honoured & Junior Good Citizen Regulations each mayoral term and next in November 2022.
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# DISS TOWN COUNCIL



## HONOURED CITIZEN REGULATIONS

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1. The Honoured Citizen Award is a tribute to a member of the community and confers no material honours or special privileges.
2. Those qualifying for the Honoured Citizen award should be considered to have undertaken outstanding service to the community.
3. Any resident of Diss may be nominated for the award although nominees who do not have residential qualification will be considered at the Town Council's discretion.
4. Nominations should be submitted using the application form to the Town Clerk. The nominee must be proposed and seconded by two Diss residents or those with an interest in the town i.e. business/employment/community group leader or similar. Proposers cannot be a relative of the nominee.
5. Serving members of the Town Council are not eligible for the award and are not eligible to propose or second nominations.
6. Nominations should be submitted by 12pm on 26th February 2021.
7. The recipient(s) of the award will be decided by Full Council.
8. Presentation of the award will be made by the Town Mayor at the Annual Town Meeting.
9. The recipient(s) will receive a framed certificate and have his/her name inscribed on a Roll of Honour board in the Corn Hall.
10. The Council will actively promote this award each year to ensure a good number of nominations are received.

# JUNIOR GOOD CITIZEN REGULATIONS

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1. The Junior Good Citizen award is a tribute to a young person and confers no material honours or special privileges.
2. Those qualifying for the Junior Good Citizen award should be considered to have shown good citizenship, outstanding service to the community or individual within it.
3. Young people aged 5 – 18 years who either live in Diss or attend school in Diss are eligible.
4. Nominations should be submitted using the application form to the Town Clerk. The nominee must be proposed and seconded by two Diss residents or those with an interest in the town i.e. business/employment/community group leader or similar. Proposers cannot be a relative of the nominee.
5. Serving Members of the Town Council are not eligible to propose or second nominations.
6. Nominations should be submitted by 12pm on 26<sup>th</sup> February 2021.
7. The recipient(s) of the award will be decided by Full Council.
8. Presentation of the award will be made by the Town Mayor at the Annual Town Meeting.
9. The recipient(s) will receive a framed certificate and his/her name will be inscribed on a Roll of Honour board in the Corn Hall.
10. The Council will actively promote this award each year in order to ensure a good number of nominations are received.

Dear Parish Councillors

### **Budget Consultation for 2021/22**

Norfolk County Council is committed to making Norfolk a county where businesses, organisations and communities continue to thrive together, even as we address the impact of COVID-19. We will do this by tackling the challenges that face us and moving forward together to create ever better places to work and live.

The business plan we launched in 2019, **Together, for Norfolk**, is now well embedded in all that we do in planning to grow our economy, manage development and achieve better futures and outcomes for everyone who lives and works here.

We continue to provide vital services to give children and young people the best start in life, support vulnerable and older people, maintain our highways and transport network, provide library, waste disposal and fire services and work in partnership to grow the economy.

We are currently delivering these services in a financial climate of almost unprecedented risk and uncertainty, both from the perspective of people who use our services, and those who provide them. The Council must now plan for the 'triple whammy' impacts of rising budget pressures, uncertainty over Government funding and the financial challenges associated with COVID-19.

Making decisions about how we spend your money is never easy and many of the additional costs, lost income and undeliverable savings in the current year will have a significant impact on our 2021-22 finances. It remains critical to develop balanced, sustainable budget proposals which will enable the Council to continue to deliver the essential services which are relied on by all Norfolk's people, businesses and visitors (who help boost our economy).

There are statutory services we need to protect and a limited choice of where savings can be made. We have already saved £436m between 2011 and 2020, but even by increasing council tax by the amount we're allowed to without a local referendum and a proposal to raise the £8.5 million by increasing the Adult Social Care precept, we won't balance our budget next year. This means we must find an additional £26m of savings in 2021-22 and may possibly need to save more depending on the level of Government support received.

We are putting every effort into listening to our residents to ensure we know what services you value most. By developing our budget proposals in line with residents' priorities, coupled with our strategy of changing services to make them more efficient, we aim to make most of the savings we need by cutting running costs and with the least possible impact on frontline services.

I wanted to alert you to the webpage where we published our budget consultation on 26<sup>th</sup> October. You can find out more at [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget) and have your say using our online feedback form. Using our online feedback ensures we have a clear record of your response and that your views are accurately recorded.

We appreciate that some residents may not have online access and people who are unable to respond online can send us their views in writing to:

Freepost Plus RTCL-XSTT-JZSK Norfolk County Council, Ground floor - south wing, County Hall, Martineau Lane, Norwich NR1 2DH.

Residents can request our budget consultation document in other formats, including paper form, by calling 0344 800 8020 or emailing [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk). We will make all materials as accessible as possible.

Our consultation closes at midnight on 14<sup>th</sup> December 2020. Please note that if we receive any consultation responses after this date we cannot guarantee that we will be able to take them into account.

I hope this update is helpful to you in giving your organisation the time to plan how to make your views known and to schedule any agenda items or special meetings that you may need to put in place.

If you have any questions about the process for consultation, please do not hesitate to get in touch with Christine Mawson, Stakeholder and Consultation Manager, Email: [christine.mawson@norfolk.gov.uk](mailto:christine.mawson@norfolk.gov.uk) or telephone 01603 224485.

Yours sincerely

Simon

**Simon George, Executive Director of Finance & Commercial Services**  
County Hall, Martineau Lane, Norwich, NR1 2DH

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC0119/14	One Public Estate	To draft a letter to SNC requesting further information in order for the Town Council to consider its response to the One Public Estate project request.	Clerk	June	Sept 2020 update. Recommendations from meeting of SNC / DTC on feasibility of options of four sites (Diss High School/Athletics track Shelfanger Road / Swimming Pool Site/ South side of Park Road & Shelfanger Road). How these options can be utilised for the various agencies involved was discussed. The DDNP requires this info for its plan. SNC plan to call a stakeholder meeting in October to discuss site options. SNC also intend to attend the next DDNP steering group meeting. Update - Clerk sent email to SNC requesting update 05/11
Full Council	FC0519/10	Council Vacancies	To promote councillor vacancies through social media, website and press.	SF to organise promotion	immediately	Will update over next few weeks. There are currently 13 councillors after recent resignation. No update.
Full Council	FC1119/04	Public Participation	It was also noted that complaints had been received regarding the County's streetlighting replacement scheme. The tops of the lights are buried in trees in Frenze Road, there is less light emanating from the bulbs and members were reminded that part-night lighting on connecting paths between main roads and estates should be switched on permanently. Councillor Kiddie agreed to investigate all matters.	KK	by 5.12.19	Clerk spoke to NCC Streetlighting contact 08/10. He has all the details and will be investigating and holding Amey to account if necessary. He has a meeting with Amey on 14/10 so may even have an update for the meeting! Clerk to chase reply before meeting
Full Council	FC1119/07	Co-option	b) To consider conducting written ballots for future co-options to Diss Town Council	Clerk	immediately	To be considered on a future agenda post lockdown meeting arrangements.
Full Council	FC0720/06	Diss Community Team	To contribute up to £2k towards the installation of window coverings in the empty town centre premises with the Town Clerk to have delegated authority alongside other Town Council members of the Diss Community Team to approve the final design / material proposals.	Clerk/RFO/DC T Representatives	immediately	Funds transferred into new bank account. Following up the request for plaque regarding registered office. Followed up again 4/11
Full Council	FC0720/11	Town Centre Premises	It was agreed that the Clerk would follow up on this at a meeting with a representative of Broadland District Council and the Chair of the DCT next week and that County/District Councillor Kiddie would investigate the enforcement side of the matter.	Clerk/KK	by 09.09.20	Rep from SNC / Broadland is working on initiative to find tenants for empty buildings with package of support to cover repair / cleaning costs to incentivise tenants. Clerk / SO to follow up with SNC at December meeting
Full Council	FC0720/15	Nunnery Wall	That the Council's solicitor will seek to acquire evidence of ownership of the Nunnery wall from a third party.	Clerk/SO	immediately	Evidence now acquired and letter being sent by DTC solicitor to other party. No update. No update.
Full Council	FC0920/08	Strategy Plan Review	b) That an action group of Chairs of Committees, Councillor Mason, the Clerk and Deputy Clerk draft a revised Strategy Plan document based on these priorities.	Clerks	by 08.10.20	Notes of meeting circulated. Committees requested to detail their objectives for consideration at December meeting of Council
Full Council	FC0920/11	Covid-19 Acknowledgement Team	a) To approve the plans to install a permanent beacon in Diss park at the proposed location with funds to be allocated from Earmarked Reserves Events and Town & Park up to a maximum of £2,000 reduced to £1,700 should the Better Together Norfolk funding application be successful. b) To provide further information and costs regarding the signage and publicity for the proposed walking and cycling routes around Diss.	Clerk/CV-19 Working group	by 08.10.20	a) Planning application submitted October. Additional document required submitted 4/11. Planning Officer allocation awaited. Better Together Norfolk funding application to be re-submitted.  b) Working group meeting took place 4/11. Awaiting update from member who was unable to attend.
Full Council	FC1020/06	Finance	To appoint Councillor Gingell to act as Internal Controls Officer and reconcile quarterly and financial year end Income and Expenditure with the Council's bank account statements.	RFO/MG	Quarterly	RFO putting in place.
Full Council	FC1020/07	Community Grant Scheme	Not to award the requested Grant to Citizens Advice Bureau, Thetford and District.	Clerk	immediately	Done

Committee	Minute Reference	Subject	Action	Assigned to	Timescale	Comments or further action
Full Council	FC1020/08	Diss Park	To appoint councillors Murphy, Ollander, Taylor and Warren to work with the Deputy Town Clerk and Maintenance Manager to consider the feasibility of measures to prevent encampments on Diss park and provide a report to the Facilities committee to inform budget proposals.	Dept Clerk/Park Working Group	by 25.11.20	DepTC arranging meeting
Full Council	FC1020/09	Norfolk Association of Local Councils	To nominate the Clerk as Diss Town Council's representative to the Norfolk Association of Local Councils	Clerk	by 11.11.20	Confirmation email sent to Norfolk ALC